



DEPARTMENT OF HEALTH & HUMAN SERVICES

HEALTH RESOURCES AND SERVICES ADMINISTRATION

Public Health Service

HIV/AIDS BUREAU

Dear Grantee,

It is our hope that you return from today's CARE Act Data Report (CADR) training well equipped to meet with your providers and relay the information necessary to ensure that your CADR submission for 2003 is as complete and correct as possible. To assist with this process, we have assembled a *provider toolkit*. This toolkit contains a number of materials you may find useful as you develop your own CADR training program for your providers. Note that these materials may also be downloaded, either individually or in a .ZIP archive, from the Ryan White CARE Act Data Support Web site, <http://www.careactdatasupport.hrsa.gov>.

The toolkit features a number of valuable resources for your provider agencies, including:

- 'Before You Begin' checklist
- A summary of changes introduced on the 2003 CARE Act Data Report form
- A reference sheet detailing CADR form requirements & data relationships
- Submission Information
(Use this form to communicate Web registration codes, your grantee address information, and internal submission deadlines to your provider agencies.)
- 'Data Submission' checklist
- Information on where to get help
- 'Ryan White CARE Act Data Report Training for Providers'
(This PowerPoint slideshow was adapted from today's presentation, and is geared toward service providers. It should assist you in providing an overview of the CADR form and communicating key data relationships.)
- Frequently Asked Questions

Also included is a sample CADR form that we hope will be especially useful in conducting provider trainings. The CADR has been completed for a fictitious agency and contains errors, which are explained in a separate document.

While there may be numerous ways to make use of the sample CADR, two approaches that have proven highly successful in past trainings are detailed below:

1. The sample CADR is distributed to providers, and they are given 30 minutes to go through the form and identify errors. Providers write down a description of each error they find. After 30 minutes have passed, the trainer hands out the listing of the errors and reviews each error with the providers in detail.
2. While presenting the PowerPoint walkthrough of the CADR, the trainer points out each error in turn as the items are addressed in the presentation. For each error, the trainer asks the providers to identify the nature of the problem.

We hope that you find the materials included in this toolkit helpful as you offer instruction to your providers on the successful preparation and submission of the CARE Act Data Report form.